

**STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
CORRECTIONS SERVICES**

**Policy  
No. A.3.3**

**January 8, 1993**

**Management and Finance**

**Collection of Fees for Reproduction  
of Public Records**


1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections, as contained in Chapter 9 of Title 36 and LAC Title 4, Chapter 3, Section 301.
2. **REFERENCES:** ACA Standards 3-4031, 3-4033, 3-4034 (Adult Correctional Institutions).
3. **APPLICABILITY:** All of Corrections Services
4. **PURPOSE:** To establish the Fee Schedule for copies of public records.
5. **POLICY:** It is the policy of the Secretary to collect fees for the duplication of public records in accordance with the "Uniform Fee Schedule for Copies of Public Records" as set forth in the Louisiana Register, Volume 8, Number 8, August 20, 1982 and as amended, Volume 12, Number 4, April 20, 1986.
6. **PROCEDURES:** The following fee schedule will be utilized for the duplicating and/or reproducing of public documents throughout Corrections Services:
  - A. For up to five copies of microfiche reproductions or paper copies up to 8 1/2 x 14 inches. (A two-sided copy is considered two pages.) \$0.50 each page  
For more than 5 copies \$0.25 each page
  - B. For up to five copies on paper larger than 8 1/2 x 14 inches, the actual cost, but no less than \$0.50 each page  
For more than 5 copies, the actual cost, but no less than \$0.35 each page

- C. Copies of preprinted computer reports shall be at the same rate specified under A. and B.
- D. Records on preprinted computer stock which require program modification or specialized programs to retrieve, the actual cost, but no less than \$2.00 each page

All duplicating/ reproducing/ computer print-outs and specialized programming transactions shall be documented. Payment for any copies of public documents shall be made (by check or money order) payable to the Department and submitted through the appropriate Business Office.

The following exceptions apply:

- A. Copies of public records shall be furnished without charge (or at a reduced charge) as follows:
  - 1. to indigent citizens;
  - 2. to persons whose use of such copies will be limited to a public purpose including, but not limited to, use in a hearing before any governmental regulatory commission; and
  - 3. law enforcement agencies--those agencies designed to enforce federal, state or municipal laws; such as Sheriff's offices, District Attorney's offices, local and State Police departments, U.S. Attorney's and Attorney General's offices, State Attorney General's office (including contract attorneys) and the Federal Bureau of Justice.
- B. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor to requests for copies from one state agency to another.

  
Richard L. Stalder  
Secretary

This regulation supersedes Department Regulation No. 40-22(P) renumbered June 8, 1992 (formerly Policy Memorandum No. 100-A18 dated November 21, 1984.)